

OUTSIDE EVENTS AND USE OF DISTRICT KITCHENS

This procedure and form is in addition to the Facility Use Form to be filed with school

Food Safety is an important issue. We would like to help you protect your guests and for the kitchen staff to protect our students from any possible food borne illness stemming from kitchen use at any event at your school. This program is designed to protect the public and to also ensure that the School District is not held liable in the case of food borne illness.

- Communication is imperative to a successful work relationship.
- The following checklist is to be followed any time the kitchen is accessed:

_____ **WRITTEN REQUEST** (email) to moore2@gresham.k12.or.us

Please include the following information:

1. Description of event:
2. Person in charge of event:
3. Date:
4. Time when someone will need access to kitchen:
5. Serving time:
6. Person with Food Handlers card:
***(A copy will need to be faxed to Nutrition Services office at 503-491-0567
The cardholder must be present in kitchen while any food is being prepared and served)***
7. Food to be served (no home prepared items):
8. Equipment needs (cold storage, heating or cooking needs)
(Use of kitchen equipment requires a Nutrition Services employee to be in the kitchen to monitor use at the rate of \$20.00 per hour)
9. Cleanup time:
10. Person in charge of cleanup committee:

Note: The person or group will be billed for any damage, loss of food and/or supplies or time to clean/sanitize kitchen area prior to use by kitchen staff for daily student food production

_____ **HEALTH DEPARTMENT**

1. Complete Temporary Restaurant License Application - 14 days prior to event (a late charge of \$50.00 processing fee is assessed if an application is not received 2 days prior to the event) Multnomah County – down load form at www.mchealthinspect.org

Clackamas County – call 503-655-8430

Note: An approved copy of this form must be sent to Nutrition Services 1 week before the event.

MEETING WITH KITCHEN MANAGER

1. The emailed information will be provided to the Kitchen Manager prior to your meeting. Your meeting will cover the following topics:

Equipment needs:

Food Safety:

- a. HACCP log, food temperature, sanitation (log, thermometer and sanitizer will be provided- we do NOT use bleach)

Food Storage needs:

- a. Coolers are usually full and do not have room to store outside food.
- b. There is also the possibility of cross contamination from outside food sources.
- c. No food prepared at home is permitted in the kitchen.

Cleanliness:

- a. Garbage and leftovers must be removed immediately after event.
- b. Group to provide containers for removal of food.
- c. Floors must be swept and mopped.
- d. Work surfaces to be sanitized.

OUTSIDE VENDOR

1. If you have an outside vendor preparing or providing food, all of the above still apply.
2. If they expect to use any kitchen equipment for any reason a Nutrition Services employee must be present to monitor at the rate of \$18.00 per hour.

**Any time the kitchen is found to have been used without permission, the Kitchen Manager must assume that proper sanitation procedures were not followed and must start the day by cleaning and sanitizing all surfaces. The person or group found to have used the kitchen will be billed for time spent to clean at the rate of \$18.00 per hour. Any equipment missing or damaged will be charged at the replacement cost or repair service charge. This person or group may forfeit the privilege to use of the kitchen in the future.*

MULTNOMAH COUNTY
ENVIRONMENTAL HEALTH
3653 SE 34th AVENUE
PORTLAND OR 97202
(503) 988-3400; FAX (503) 988-5844
www.mchealthinspect.org



Facility #
Audit/License #

TEMPORARY RESTAURANT LICENSE APPLICATION

All portions of this application must be completed. Submit application 14 days before the event. **A late processing fee of \$50.00** will be added to each temporary license fee that is not received in the Environmental Health Office by noon two business days before the event begins. [MCC § 21.612]

1. **RESTAURANT/ORGANIZATION:** _____ Phone: _____

Licensee (owner or organization): _____

Address of Licensee: _____

EVENT: _____ Location of Event: _____

Event Dates: _____ Hours: _____

Starting Time on First Day of Event: _____

Event Coordinator: _____ Phone: _____

Person in charge of booth: _____ Phone: _____

MENU (list all food items, including perishable toppings):

Food Item	How Served		Made to Order		Off-Site Prep		At Event Prep		Describe Cooking Method
	Hot	Cold	Yes	No	Yes	No	Yes	No	

2. **FOOD PREPARATION:**

No home-prepared foods are allowed. All food must be prepared in a facility approved by the Health Department or the Department of Agriculture.

3. **FACILITY USED FOR (OFF-SITE) FOOD PREP, STORAGE & UTENSIL WASHING**

Name: _____ Phone: _____

Address: _____

Signature of person granting permission to use off-site facility _____ Date _____

Print Name _____

INCOMPLETE TEMPORARY RESTAURANT LICENSE APPLICATIONS WILL NOT BE PROCESSED

4. **HANDWASHING:**

Hand wash facilities must be set up in the booth before any food preparation may be done. *

Describe: _____

5. **FOOD TEMPERATURE CONTROL:**

How will you provide for proper food temperature control (below 41°F, or above 140°F) in booth?

a. Cold-holding devices (i.e., refrigerator, ice chest, freezer)

Describe: _____

b. Hot-holding devices (i.e., warmer, steam table, heat cabinet, burner)

Describe: _____

c. Rapid-heating devices (i.e., stove, oven, burner, grill)

Describe: _____

6. **COUNTER CLEANING AND SANITIZING:** (1 tablespoon of bleach per gallon of water and test papers to test concentration of bleach). Provide 2 sanitizer set-ups.

7. **BOOTH CONSTRUCTION:** (Floor and ceiling): Hard or soft-covered structures (i.e., canopy, tent).

Describe: _____

8. **FOOD HANDLERS CARDS:**

Must have before event. Yes _____ No _____

PROBE THERMOMETER: (Range of 0° F-220°F) Yes _____ No _____

SUBMISSION OF APPLICATION:

This application must be returned **14 days prior** to the event with the proper fee. This enables our department to review your application ahead of time to address any possible concerns indicated on the application. All portions of the application must be completed.

For appropriate fee, refer to Fee Schedule or call the office	Make check payable to: Multnomah County Environmental Health 3653 SE 34 th Avenue Portland, OR 97202
Temporary Event, 1 day	
Temporary Event, 2 – 30 days	
Benevolent Administrative Processing Fee	
NOTE: Days are based on number of consecutive calendar days	

Benevolent Administrative Processing Fee (Once Each Calendar Year)

Benevolent temporary restaurants are charged a fee for the application process. This is not a license fee. A permission letter must be submitted with application if Benevolent Organization allows another operator to use its Non-profit Tax ID number. The Benevolent organizations are the responsible party for that event therefore approval for use of their Non-profit tax number must be verified. All proceeds must go to the benevolent organization.

Non-profit tax ID # _____ (A photocopy of 501C3 is required)

Inspection(s) of your temporary restaurant may occur at any time, whether or not workers are present, from the point of setting up to the point of closing down your food service operation. All temporary restaurant licenses are issued for each single event for the location, operator, and dates posted on each license.

*****INCOMPLETE TEMPORARY RESTAURANT LICENSE APPLICATIONS WILL NOT BE PROCESSED*****

Signature of Applicant _____ **Date** _____